



MIAMI BEACH

Announcement of Open Position

OFFICE ASSOCIATE V (Mayor's Aide) Office of Mayor and Commission

\$1,724.79 BI-WEEKLY SALARY

Open: 11/17/2008 8:30 AM

Close: 11/26/2008 5:00 PM

NATURE OF WORK

This is responsible administrative and/or secretarial work involving varied and occasionally complex work methods and problems.

MINIMUM REQUIREMENTS (Must meet all in order to qualify)

- Bachelor's degree in Public/Business Administration or a related field.
- One (1) year full-time responsible administrative support experience including the maintenance of a detailed filing system and the use of personal computers.
- Additional related experience may substitute for education on a year-for-year basis.

PREFERENCES

- Excellent communication skills
- Bi-lingual

TO APPLY

Please fill out and submit an application through the following ways:

E-MAIL: Applications can be downloaded from the City's website www.miamibeachfl.gov
And then e-mailed to: jobs@miamibeachfl.gov

IN PERSON: Monday through Thursday, 8:30 a.m. – 5:00 p.m. (EXCLUDING HOLIDAYS),
Miami Beach City Hall, Human Resources Department, 3rd Floor

BY MAIL: Miami Beach City Hall
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139

(Mailed applications should be received by the closing date specified on the job announcement)

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one year from the closing date of recruitment.

CLASS NO: 2120
UC NO: **08-UO-2-456**

EOE/AA/ADA/VET PREF